

# OHS & Workers' Comp Workplace Posting Requirements Checklist ? British Columbia



The duty to post notices, information and other materials at your workplace for your employees comes in 2 basic kinds.

Use this checklist to ensure your organization has the required postings.

## Posting Requirements Checklist – BC

|   | Yes | No | Comments |
|---|-----|----|----------|
| Notice telling workers where copy of Workers' Comp Act, Part 3 + OHS Regs. are available for review (Workers' Comp Act, Sec. 21(2)(f))  |     |    |          |
| Names + work locations of JHSC members (Workers' Comp Act, Sec. 138)  |     |    |          |
| Reports from 3 most recent JHSC meetings (Workers' Comp Act, Sec. 138)  |     |    |          |
| Copy of any OHS orders pertaining to workplace issued in past 12 months (Workers' Comp Act, Sec. 138)   |     |    |          |
| OHS info summary from workers' comp board (Workers' Comp Act, Sec. 155(4)(a))   |     |    |          |
| Application for variance under Workers' Comp Act Part 3 (Workers' Comp Act, Sec. 167(1)(a))   |     |    |          |
| Copy of determination decision on variance application for (Workers' Comp Act, Sec. 167(1)(a)): <ul style="list-style-type: none"> <li>• 7 days if variance is rejected</li> <li>• As long as variance remains in effect if variance is approved</li> </ul> |     |    |          |
| Report of preliminary investigation of incident that must be reported and investigated under Sec. 69 of Act + corrective action report (if there's no JHSC or health and safety rep at the workplace) (Workers' Comp Act, Sec. 71)                          |     |    |          |

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| Corrective action report after an incident investigation (Workers' Comp Act, Sec. 176(2)(b))  |  |  |  |
| OHS inspection report (Workers' Comp Act, Sec. 183(a))  |  |  |  |
| Compliance agreement after being cited for OHS violation (Workers' Comp Act, Sec. 186.1(3))   |  |  |  |
| Compliance report ordered by OHS inspector (Workers' Comp Act, Sec. 88)   |  |  |  |
| Request for review of admin. monetary penalty (Workers' Comp Act, Sec. 94(3))   |  |  |  |
| Request for review of admin. monetary penalty (Workers' Comp Act, Sec. 196(4)(a))   |  |  |  |
| Workplace inspection report (for at least 7 days or until compliance achieved, whichever is longer'12 months if report contains orders re: JHSC or safety rep for workplace) (OHS Regs., Sec. 2.5(1))   |  |  |  |
| Any placard issued by workers' comp board entitled 'Notice to Workers' (OHS Regs., Sec. 2.7)  |  |  |  |
| Written first aid procedures (OHS Regs., Sec. 3.17(2))  |  |  |  |
| Written security audit report required for late night retail premises (OHS Regs., Sec. 4.22.1(2.3))   |  |  |  |
| WHMIS placard instead of a WHMIS label OK for a hazardous product not in a container or in a container in a form intended for export, as long as it: (a) discloses the information required for a workplace label, and (b) is of a size and in locations so that the information is conspicuous and clearly legible to workers (OHS Regs., Sec. 5.12) |  |  |  |
| WHMIS placard for hazardous waste not in a container that: (a) discloses the information required for a workplace label, and (b) is of a size and in locations so that the information is conspicuous and clearly legible to workers (OHS Regs., Sec. 5.77)   |  |  |  |
| Signs at the boundaries of designated work areas indicating asbestos work is in progress, the hazards and the precautions required for entering (OHS Regs., Sec. 6.13(2))   |  |  |  |
| Signs in service work areas where friction asbestos-containing material is handled to advise workers of the hazards and required precautions (OHS Regs., Sec. 6.24(b))  |  |  |  |
| Signs in areas where hazardous drugs are stored warning that hazardous drugs are stored in the area (OHS Regs., Sec. 6.54(2)(b))  |  |  |  |
| Warning signs describing hazards and health consequences of lead exposure and banning entry of unauthorized workers at boundary of any work area where hazardous lead exposures could occur (OHS Regs., Sec. 6.62)  |  |  |  |
| Warning signs in hazardous noise areas (Sec. 7.7(1)(b))   |  |  |  |
| Worker instructions under a radiation exposure control plan (OHS Regs., Sec. 7.20(2))   |  |  |  |
| Entry permit for a confined space (OHS Regs., Sec. 9.13(2))   |  |  |  |
| Confined space atmosphere test results (OHS Regs., Sec. 9.26(4))  |  |  |  |
| Written group lockout procedures (OHS Regs., Sec. 10.9(7))  |  |  |  |

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| Signs or placards in work areas or enclosures where hazardous materials are handled or used warning workers of hazards within identified restricted access area and stating precautions for entry (OHS Regs., Sec. 12.130) |  |  |  |
| Load chart permanently posted on crane or hoist or issued to the operator who must keep it available at all times when operating the crane or hoist (OHS Regs., Sec. 14.5(3))  |  |  |  |
| Notice of project for certain construction projects (OHS Regs., Sec. 20.2)   |  |  |  |

JHSC: Joint Health + Safety Committee

Safety Rep: Workplace Health + Safety Representative

DSR: Designated Smoking Room